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21 August 1957

MEMORANDUM FOR: Head, Administration Career Services

SUBJECT: Elimination of Position in Building Planning Staff

1. This memorandum contains a recommendation, and requests concurrence in the recommendation, which is contained in paragraph 3.

2. At the time the Building Planning Staff was established as a separate organizational entity, the position of Administrative Officer filled a critical need. In the intervening time the incumbent of the position has been engaged in preparation of correspondence in answer to private interest groups, studies leading to determinations regarding cafeteria and snack-bar questions, and other duties of a purely administrative type.

3. At this time, the Staff has largely completed its work in regard to the above-mentioned problems and is concerned with the technical aspects of the tentative drawings. Upon approval of these the Staff's workload will consist of working with the architect, and liaison with the executive agency of the new building. As the work concerns only technical matters it is believed that a position consisting largely of administrative duties is not needed and whatever administrative services are needed could be supplied by the Administrative Staff. It is therefore recommended that the position of Administrative Officer, Building Planning Staff be abolished and the incumbent reassigned.

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/s/ JAMES A. GARRISON
Director of Logistics

CONCURRENCE:

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[redacted] 28 AUG 1957
Head, Administration Career Services

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